



SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES  
PROJECT IMPACT GENERAL ANNOUNCEMENT #9

## Workday is Coming...Training Materials Now Available Online

Visit Suffolk County’s [Project IMPACT Website](#) to get a look at what our new Human Resources Management System (HRMS) has to offer. In the Training and Resources section, you will find instructions on many of the tasks available to you in Workday. To access these materials, [click here](#), and you will be brought directly to the Training & Resources section of the Project Impact Website. From there you will be able to explore the added functionality Workday provides.



Suffolk County Government

## Human Resources Management System (HRMS)

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- Workday for Employees
- Workday for Managers
- UKG
- Training & Resources**
- Kiosks
- FAQ

### Training & Resources

Scroll down to the **Workday Job Aids & Instructional Videos** section. Under “I am an Employee” select the category of interest (e.g. Time Off). Use the dropdown arrow to see the lessons (e.g. View Time Off) within that category and then click on the category itself to access a PDF version of the Job Aid that contains those lessons.

#### I am an Employee

- [Workday Overview](#)
- [Workday Getting Started](#)
- [View / Change Personal Info](#)
- [Time Entry](#)
- [Time Off](#)
  - Time Off Overview
  - View Time Off
  - Request, Correct, Cancel Time Off
  - Viewing Time Off Balances
- [Absence \(Leave\)](#)
- [Payroll](#)
- [Benefits](#)

Whenever you see this icon it indicates that there is a video available in addition to the job aid to explain that specific lesson. Clicking on that icon will cause the video to play on YouTube.

If you cannot find a Job Aid to answer your question, contact your Payroll Rep. If they cannot answer your question, they will research it further or recommend that a SuffolkNOW ticket be created. For general Workday questions, please email [HRMSHelpline@suffolkcountyny.gov](mailto:HRMSHelpline@suffolkcountyny.gov).

**Stay Tuned....Additional Workday announcements coming in December**